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**ROUTING SLIP**

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	18 C/M&CB/OL		X		
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**3637** (10-81)



EXECUTIVE SECRETARY

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OS REGISTRY

24 OCT 1988

UNITED STATES ARMS CONTROL AND DISARMAMENT AGENCY

Washington, D.C. 20451

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September 26, 1988

MEMORANDUM

TO: Central Intelligence Agency Executive Secretary -  
Mr. H. Lawrence Sandall

FROM: ACDA/D/EX - Roberta Rifkin *RR*

SUBJECT: Top Secret Document Delivery

Effective immediately, all "Top Secret" communications should be sent to the Office of the Director, U.S. Arms Control and Disarmament Agency if addressed to the Director on an "eyes only" basis. Other "Top Secret" communications should be addressed to the Top Secret Control Officer. The proper address is:

William F. Burns  
Director  
U.S. Arms Control and Disarmament Agency  
Room 5930  
320 21st Street, N.W.  
Washington, DC 20451

or

Mr. F. Eugene Johnson  
Top Secret Control Officer  
Room 5672  
320 21st Street, N.W.  
Washington, DC 20451

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